Address of property		Date filed		
APPLICANT INFORM	MATION			
Applicant's Name:				
Applicant's Address:				
Daytime Telephone Numbe	Ema	il address:		
Relationship to Property O (ie. owner, lessee, architect, o				
OWNER INFORMAT	ION (If different tha	n applicant)		
Property Owner's Name:_				
Property Owner's Address	:			
Daytime Telephone Number:Ema			ail Address:	
PROPERTY INFORM	IATION			
Year Built:				
Original Name of Structure	e:			
Original Use of Structure:_				
Common Name or Current	Business:			
Current Use(s):				<del></del>
TYPE OF WORK C	heck all that apply.			
	EXTER	IOR ALTERATI	ONS	
□Storefront Remod	lel	□Doors	□Siding	□Roof
□Porch/Railings	□Awning	□Fence/Gate	□Lighting	□Painting
□Stairs	□Gutters	□Landscape	□Masonry	
□Other				
N	EW CONSTRUCTION	ON/DEMOLITIO	N/RELOCATIO	ON:
□New Structure	□Addition to I	□Addition to Existing Structure		
□Relocation of Exi	sting Structure			

## **SCOPE OF WORK:**

**DESCRIPTION OF WORK:** Please describe in detail the work to be done. The description should include information about the current state of the property, historic features, materials, methods, design, measurement, project phasing, reason for work and expected completion date. Demolition requests must include the proposed reuse of the site. Relocation requests must include information about the new site. Additional pages may be attached.

**COST OF WORK:** The Historic Preservation Commission strongly recommends that applicants obtain a detailed cost estimate or estimates before you proceed with your project. Have you obtained a cost estimate for the work items and products described above?\_\_\_\_\_

## ☐ Photographs of the existing structure and site (digital, black and white, or color prints are acceptable.) If the project includes any new construction or reconstruction, also include: ☐ Sketches and/or architectural/designer plans and elevation drawings ☐ Proposed materials and colors ☐ Manufacturer's photographs, illustrations, cutsheets and/or specifications (including warranty information, if applicable.) ☐ Site plan, with dimensions, if applicable If material changes are proposed, also include: ☐ Sketches and/or architectural/designer plans and elevation drawings indicating location of changes ☐ Samples of new materials ☐ Proposed colors ☐ Manufacturer's photographs, illustrations and/or specifications (including warranty information, if applicable). If a relocation project, also include: ☐ Photographs and description of new site ☐ Site plan of new location Applicant Signature Applicant acknowledges the proposed project will comply with the Woodstock City Code including, but not limited to the Woodstock Historic Preservation Ordinance, the Secretary of the Interior's Standards for Rehabilitation and the Design Guidelines for Properties within the Woodstock Downtown Business Applicant also acknowledges that if granted, the Certificate of Historic Preservation District. Appropriateness is only for the project and materials as approved, and that applicant will contact the Community Development Department prior to making changes that deviate in any way from the approved Certificate of Appropriateness. FOR INTERNAL USE Date received \_\_\_\_\_ Received for Completeness by: \_\_\_\_\_ Type of Review: ☐ Category I Administrative □ Category II HPC **COA Meeting Date Applicant has received:** □ Design Guidelines □ Window or Door Policy □ Awning Policy **Applicant has been advised of :** □ 20% Federal Tax Credit ☐ Illinois Property Tax Assessment Freeze Program

ALL APPLICATIONS MUST INCLUDE: